



Job Advertisement

ARCHIVIST Town Clerk's Office Town of Bedford

The Town of Bedford (pop. 14,058) seeks candidates for the position of Archivist. This full-time (40 hrs/week) position reports to the Town Clerk. Duties include, but are not limited to: overseeing the appraisal, arrangement and classification of records and document collections, management of the Town's record retention schedules and the coordination of conservation and preservation measures relating to historical records and official documents.

Candidates must have knowledge of the following: the principles, practices, standards, and techniques used in archival appraisals, arrangements and descriptions; the legal requirements of record management and record retention schedules; and record and document conservation and preservation practices and procedures.

Minimum requirements include a Bachelor's Degree in Archival Management or related field and one (1) to three (3) years of experience in archives management or any equivalent combination of education and experience. Strong preference will be given for previous relevant municipal experience.

The entry FY17 salary range for this position is \$49,055 to \$55,676 depending on experience and education. The Town of Bedford offers a comprehensive benefits package.

Application for employment may be downloaded at:
www.bedfordma.gov/employment. The Town of Bedford Job Application is required to be completed in full by all applicants regardless of whether a resume is submitted.

Please send resume, application, and letter of interest to:

Sarah Buhler
Human Resources/Management Analyst
sbuhler@bedfordma.gov
Town of Bedford
10 Mudge Way
Bedford, MA 01730
or fax to (781) 275-6310

The deadline for applications is Friday, November 4, 2016.

The Town of Bedford is an Affirmative Action / Equal Employment Opportunity Employer.